



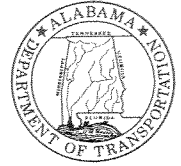
ALABAMA DEPARTMENT OF TRANSPORTATION

Bureau of County Transportation

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Bob Riley
Governor

Joe McInnes
Transportation Director

August 7, 2006

MEMORANDUM – 2006 - 19

TO: All County Engineers and Claims for Refund Clerks

FROM: John F. Courson
County Transportation Engineer

Wanda

Wanda Kervin
Secretary/Payroll Clerk

RE: CLAIMS FOR REFUND
(SALARY REIMBURSEMENTS - END OF FISCAL YEAR 2006)

The State's Fiscal Year will be ending soon and the Bureau of Finance and Audits has requested that all reimbursement forms be sent in early.

I will need to have the Claim for Refund forms, for salary reimbursements for all County Engineers, County Engineer Interns, and Graduate Registered Engineers, to Finance and Audits by August 31, 2006; THEREFORE, I AM REQUESTING THAT YOU HAVE YOUR AUGUST AND SEPTEMBER CLAIMS TO THE BUREAU OF COUNTY TRANSPORTATION BY FRIDAY, AUGUST 18, 2006, SO THAT I CAN APPROVE AND PROCESS ALL FORMS. THIS IS ONLY FOR THE MONTHS OF AUGUST AND SEPTEMBER THAT I AM REQUESTING THESE FORMS EARLY. PLEASE GET ANY LATE CLAIMS TO ME BY THE SAME TIME.

CLAIMS FOR REFUND ARE LEGAL ACCOUNTING DOCUMENTS AND SHOULD BE FREE OF ERRORS AND CORRECT IN EVERY WAY.

PLEASE NOTE – we are trying to eliminate pre-printed “Claim for Refund” pads. On ALDOT's web page you can go to County Transportation Bureau and scroll down to find the CT-1 document. Print a copy; fill it out; make sure all figures (including FEIN) are correct and up to date; have signed by County Official and Notary. If using a Notary Seal

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or Notary Expiration Date Stamp place it so it does not interfere with other blank lines for County Transportation Engineer's signature and date. Any space above where the Notary signs would be great.

We are almost out of "Claim for Refund" pads; we are keeping a few in case some Counties have no way to reproduce these forms. If you have an old form, you may reproduce it for copies (copies should be neat and clear, and should look as much like the original as possible). With this new method, we need only one (1) original page. Each month the signatures have to be original. We understand that on occasion a stamp will be used for the County Official, but please, not all the time. The Notary signature *MUST BE ORIGINAL, AT ALL TIMES.*

Engineers please be sure the person responsible for filling out your "Claim for Refund" gets a copy of this memorandum as soon as possible.

Thank you so much for your understanding and cooperation. If this office can be of any assistance please do not hesitate to call 334-242-6206.

JFC:WNL
PC: File